



North Carolina Department of Health and Human Services

Division of Aging and Adult Services

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Dennis W. Streets
Director

August 25, 2006

MEMORANDUM

To: AAA Directors

From: Dennis W. Streets

A handwritten signature in black ink that reads "Dennis W. Streets".

Subject: ARMS and DAAS 101

Due to the magnitude of the tasks involved in adding the batch interface to ARMS (to accommodate service providers using a third-party software application) and the complexity of recreating necessary reimbursement reports, I have approved a delay in the start-up of the web-based system until December 1, 2006. We will still be pushing to see if the system can be activated sooner; however, we must assure adequate time for testing and training. No training of users will be scheduled until the system is thoroughly tested and training documents are finalized.

I know that this delay may be frustrating—it certainly is for us, but we feel that it is the responsible action to take. We also remain anxious about the frailty of the existing server. If the current system were to become inoperative, we will make reimbursements based on monthly allotments and the system will adjust based on year-to-date data entered when the new system is operational.

With the best we know now—all programming of the new ARMS System is scheduled for completion by October 1, 2006. The programmers are currently analyzing and gathering information needed to create the batch interface and complete the requisite reports.

As you know, Mark Hensley and Chris Urso have been training large numbers of service providers and regional staff in the use of the revised Client Registration Form (DAAS 101). With the delay in the start-up of the web-based system, providers are instructed to follow these procedures:

HCCBG Clients

Providers should register **new clients** in the current ARMS by extracting only the required data elements from the new DAAS 101 to complete the question for the DOA-101 on-line or in Computer Keys. Completing the IADL and ADL impairments can be accomplished by adding the number of "no" responses to the items in questions #21 and #22. The Nutritional Health Score must be calculated using the instructions for question #20 of the DOA 101, which is found in Section 4, page 4-A-19 of the Home and Community Care Block Manual. This option will allow providers to register clients and receive reimbursement for units of service reported. All client data in the current ARMS will be migrated to the new web-based system once operational. Providers will have through June 30, 2007 to enter the missing data elements into each client record.

Family Caregiver Support Program

Providers and Area Agency staff administering the Family Caregiver Support Program are also to continue using the new DAAS 101 Client Registration Form; however, data entry of client data and service totals will occur when the new ARMS is operational. FCSP client and service total data for the period July 1, 2006 through September, 30, 2006 must be entered into the new ARMS by January 17, 2007. Providers should continue to request reimbursement for these services by submitting non-unit reimbursement records to the current ARMS.

Please share this with your staff and aging service providers. If you have questions about any details, please contact Mark Hensley, Chris Urso or Linda Owens, as appropriate. Thank you for your patience and support of this important project.